

UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS
 UNITED STATES PATENT AND TRADEMARK OFFICE
 WASHINGTON, D.C. 20231
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| APPLICATION NUMBER | FILING/RECEIPT DATE | FIRST NAMED APPLICANT | ATTORNEY DOCKET NUMBER |
|--------------------|---------------------|-----------------------|------------------------|
| 10/079,920 | 02/20/2002 | Steve D. Singleton | 069253.00001 |

CONFIRMATION NO. 6483

FORMALITIES LETTER



OC000000007824769

Michael J. Colitz, III
 Holland & Knight, LLP
 Suite 2300
 400 N. Ashley St.
 Tampa, FL 33602

Date Mailed: 04/08/2002

NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.
Applicant must submit \$ 740 to complete the basic filing fee for a non-small entity. If appropriate, applicant may make a written assertion of entitlement to small entity status and pay the small entity filing fee (37 CFR 1.27).
- The oath or declaration is missing.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 870.

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
 - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);
 - drawings have a line quality that is too light to be reproduced (weight of all lines and letters must be heavy enough to permit adequate reproduction) or text that is illegible (reference characters, sheet numbers, and view numbers must be plain and legible)

09/16/2002 HABDEL1 00000022 10079920 37 CFR 1.84(l) and (p)(1));

01 FC:201
 02 FC:205

370.00 0P
 65.10 0P

- Numbers, letters, and reference characters must measure at least 0.32 cm (1/8 inch) in height.
- drawings contain excessive text. Suitable descriptive legends may be used, or may be required by the Examiner where necessary for understanding of the drawing but should contain as few words as possible (see 37 CFR 1.84(o));

A copy of this notice MUST be returned with the reply.

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

APPLICANT(S): Steve D. Singleton
SERIAL NUMBER: 10/079,920
FILING DATE: February 20, 2002
FOR: Asset Management System
GROUP ART UNIT: 2632
ATTORNEY DOCKET NO.: 069253.00001

Box MISSING PARTS
Assistant Commissioner for Patents
Washington, D.C. 20231

RESPONSE TO NOTICE TO FILE MISSING
PARTS OF NONPROVISIONAL APPLICATION

In response to the Notice to File Missing Parts of Nonprovisional Application, mailed April 8, 2002, Applicant provides the following documentation:

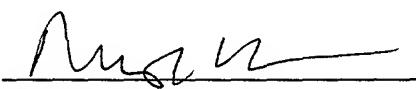
- 1) Declaration and Power of Attorney For Patent Application;
- 2) Copy of the Notice to File Missing Parts of Nonprovisional Application;
- 3) Request for Three-Month Extension of Time;
- 4) Letter to Official Draftsperson with formal drawings;
- 5) Information Disclosure Statement with references;
- 6) Fee Transmittal (Form PTO/SB/17);
- 7) Transmittal Form (Form PTO/SB/21); and
- 8) Check in the amount of \$895.00 to cover the basic filing fee and surcharge fee.

The Commissioner is hereby authorized to charge any additional fees which may be required at any time during the prosecution of this application without specific authorization, or credit any overpayment, to Deposit Account No. 50-1667.

By: 
Michael J. Colitz, III
Registration No. 37,010
Holland & Knight LLP
Suite 2300
400 North Ashley Drive
Tampa, Florida 33602
Telephone: 813/227-8500
Facsimile: 813/229-0134

CERTIFICATE OF MAILING

I HEREBY CERTIFY that the foregoing Response to Notice to File Missing Parts of Nonprovisional Application was placed in an envelope and mailed via First Class Mail, postage prepaid to: Assistant Commissioner for Patents, Washington, D.C. 20231 on this the 9th day of September, 2002.


Michael J. Colitz, III



IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

APPLICANT(S): Steve D. Singleton
SERIAL NUMBER: 10/079,920
FILING DATE: February 20, 2002
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Assistant Commissioner for Patents
Washington, D.C. 20231

LETTER TO THE OFFICIAL DRAFTSPERSON

Sir:

Enclosed herewith for filing are seventeen (17) sheets of formal drawings and two additional copies thereof illustrating Figs. 1-19 of the subject application in response to the Notice to File Missing Parts of Nonprovisional Application mailed in the above-referenced patent application.

Respectfully submitted,


Michael J. Colitz, III
Registration No. 37,010
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400 N. Ashley Drive
Tampa, Florida 33602
Telephone: 813/227-8500
Facsimile: 813/229-0134
Attorneys for Applicant



CERTIFICATE OF MAILING

I HEREBY CERTIFY that the foregoing Letter to the Official Draftsperson along with 17 sheets of formal drawings was placed in an envelope and mailed via U.S. First Class Mail, postage prepaid to: Box: Missing Parts, Assistant Commissioner for Patents, Washington, D.C. 20231, on this the 9th day of September, 2002.

The Commissioner is hereby authorized to charge any additional fees which may be required at any time during the prosecution of this application without specific authorization, or credit any overpayment, to Deposit Account Number 50-1667.

A handwritten signature in black ink, appearing to read "Michael J. Colitz, III".